



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting		Approved:		
Meeting Date:	July 24, 2018		President:	Lisa McDaniel	
Start Time:	10:30 p.m.		President-Elect:	Louise Brown	
End Time:	12:30 p.m.		Treasurer:	Joyce Dixon	
Location:	Holmes Community College		Secretary:	Cindy Hampton	
	Ridgeland, MS		Past-President	Artis Smith	
Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Lisa McDaniel	lmcdaniel@its.muw.edu	662-329-7377	Present
Officer	Pres-Elect	Louise Brown	louise.brown@mgccc.edu	601-928-6278	Present
Officer	Treasurer	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Present
Officer	Secretary	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Officer	Past-President	Artis Smith	artis.smith@jsums.edu	601-979-7080	Present
Alcorn State University	Technical	Desmond Stewart	desmond@alcorn.edu	601-877-6633	Absent
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	Absent
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Absent
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu	662-846-4050	Absent
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Present
Holmes Community College	Functional	Lilly Austin	laustin@holmescc.edu	662-472-9146	Present
IHL	Technical	Shirley McKay	skelly@mississippi.edu	601.432.6521	Present
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Absent
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Present
Itawamba Community College	Functional	Sandi South	sssouth@iccms.edu	662-862-8956	Present
Jackson State University	Technical	(Officer)			
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Present
Mississippi College	Functional	(Officer)			
Mississippi College	Technical	Jim Pilgrim	jpilgrim@mc.edu	601-925-3814	Present
Mississippi Delta Community College	Technical	Lisa Williams	lwilliams@msdelta.edu	662-246-6374	Present
Mississippi Delta Community College	Functional	Cassandra Atley	catley@msdelta.edu	662-332-8250	Absent
Meridian Community College	Technical	Phillip Brooks	pbrooks@mcc.cc.ms.us	601-484-8691	Absent
Meridian Community College	Functional				
MS Gulf Coast Comm. College	Technical	Dan Webb	dan.webb@mgccc.edu	228.897.3828	Absent
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional	Arjeanetta Cary	acary@meridian.msstate.edu	601-484-0102	Absent
Mississippi University for Women	Technical	(officer)			
Mississippi University for Women	Functional	Tammy Prather	tsprather@muw.edu	662-329-7135	Present
MS Valley State University	Technical	Carmela Staten	carmela@mvsu.edu	662-254-3649	Present
MS Valley State University	Functional	(Officer)			
Northeast MS Community College	Technical	Mark Nichols	mdnichols@nemcc.edu	662-720-7458	Absent
Northeast MS Community College	Functional	Shannon Tucker	sftucker@nemcc.edu	662-720-4084	Absent
Pearl River Community College	Technical	Hannah Miller	hkmiller@prcc.edu	601-403-1214	Present
Pearl River Community College	Functional	Tonia Moody Seal	tmooddy@prcc.edu	601-403-1214	Absent
Program Director		Edith Riley	egr1@msstate.edu		Present

Lisa McDaniel called the meeting to order. There were 17 board members in attendance as well as program director, Edith Riley. In addition, Jo Ann Puissegur from LABUG was in attendance.

New Board Member-N/A

Approval of the Minutes- The minutes from June 14, 2018 were reviewed by the board and approved with Jim Pilgrim making the motion to accept, and Artis Smith seconding the motion. All were in favor.

Financial Statement – Joyce Dixon reviewed the financial statement. She has collected 3875.00 in registration fees and 500.00 in vendor fees.

Membership Dues- All members have paid their membership dues except Alcorn State University, Delta State University, and Jackson State University.

Committees

- **Program** – Edith Riley
 - **Natchez Welcome** – Edith says the mayor will provide the welcome.
 - **Keynote Address** - Edith reminded everyone that the keynote speaker is Lt. Colonel Timothy Henderson. He is retired from the Air Force and was Commander of the Air Force ROTC on the campus of Jackson State.
 - **Presenters**- Edith gave an update on the program for the 2018 conference. Edith mentioned that she had several more volunteers to do a presentation at the conference and she still has space to add more.
 - **Projectors**-Edith stated that she has plenty of projectors to use at the conference.

- **Vendors** –Keilani mentioned that only two vendors have actually signed up for the conference. She is hoping we will hear from others in the next few weeks. It was noted that Ellucian had not sent in their vendor registration as of today. Cindy Hampton has been in touch with Strata and they are to send in their registration.

- **Registration** – Joyce said that 48 people have registered for the conference. Several board members told Joyce that their registrations were in process. Cindy Hampton mentioned that we had 117 attendees last year. It seems historically most attendees wait until August to send in their registration.

- **Bags/Give Aways** – Artis Smith said she would be ordering the bags, notebooks, and lanyards about a month prior to the conference.

- **Logistics** – Cindy Hampton said that 70 rooms have been booked in our block as of today.
 - Natchez Welcome – Edith Riley says the mayor will provide the welcome.
 - Natchez Soup Kitchen – Edith Riley has been in touch with the lady at the soup kitchen.
 - Sunday Reception Entertainment –Cindy Hampton says that LLJuna Weir has been secured as the entertainment for the Sunday Night Reception.
 - Monday Luncheon – Cindy Hampton is working with the convention center to secure the food for the luncheon and the reception.

- **Printed Program**- Carmela Staten is putting the program together and will send a draft to be reviewed.

- **T-Shirts** – Cindy Hampton will order the t-shirts and any board shirts that are needed. Lisa McDaniel has a few surplus board shirts.

- **Door Prizes** – Joyce Dixon will purchase the door prizes when we get to Natchez.

- **Presenter Gifts** – Darby’s Famous Fudge will be the presenter’s gift again this year. Cindy Hampton has spoken to the owner and will place the order in time for the conference. The board recommended we go with the chocolate nut and the vanilla caramel.

- **Technical** –Allen Coleman says he has all the supplies needed to help with the technical setup for the conference.

- **Other Business** – Jo Ann Puissegur offered to assist with the registration set up if needed and said more folks from Louisiana will be registering and attending the conference.

Board members coming on Saturday, September 8th to help with registration set up, should plan to be at the convention center at 4:00 p.m. All board members should be at the convention center by 1:00 p.m. on Sunday, September 9th.

- **Next Meeting**-The next board meeting will be in September at the conference.

Lunch and Adjourn – Louise Brown made the motion to adjourn the meeting. Keilani Vanish seconded the motion.

Minutes recorded by Cindy Hampton, MBUG Secretary